

FIG. 1
PRIOR ART

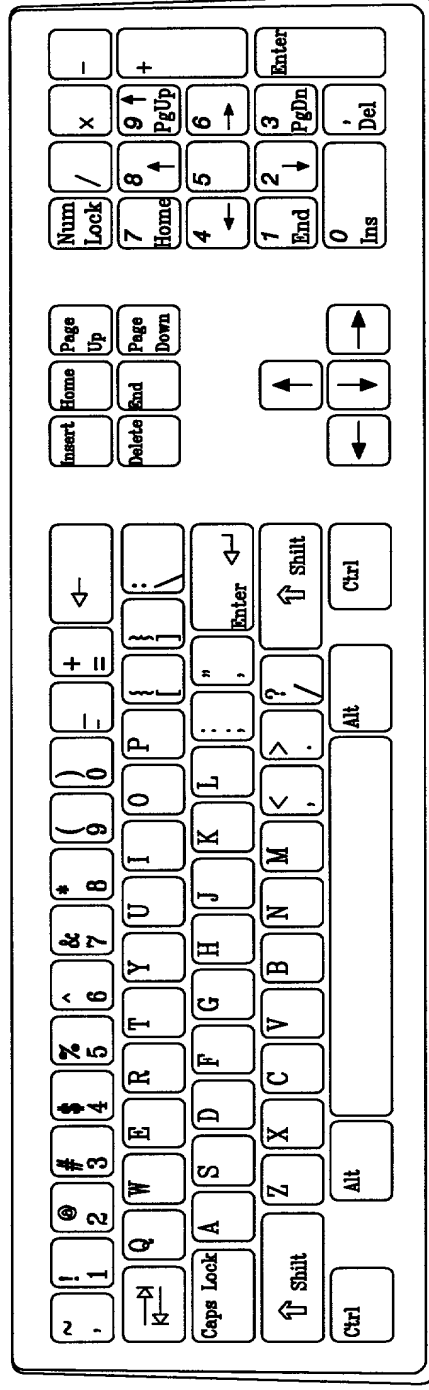


FIG. 2
PRIOR ART

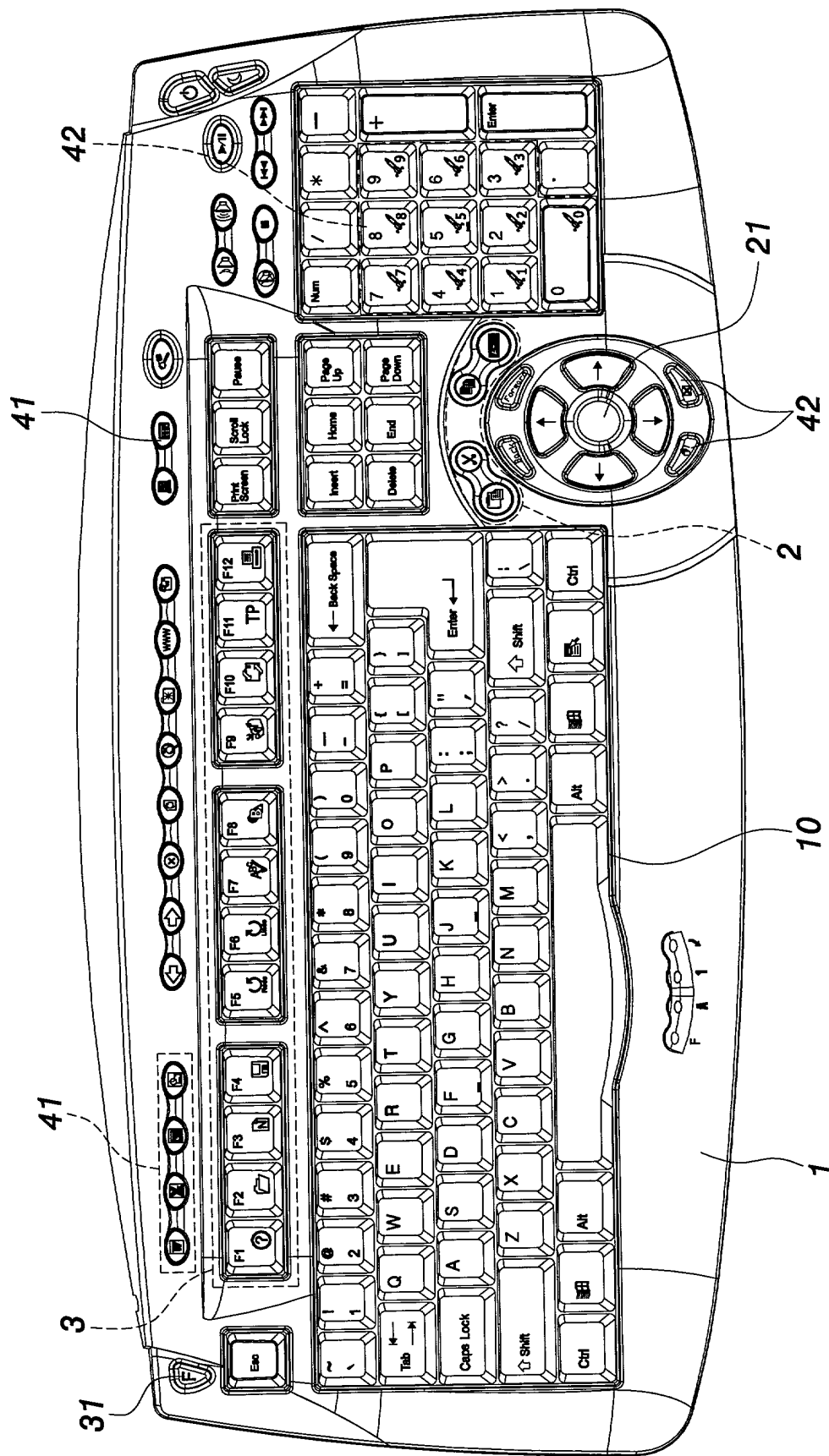


FIG. 3

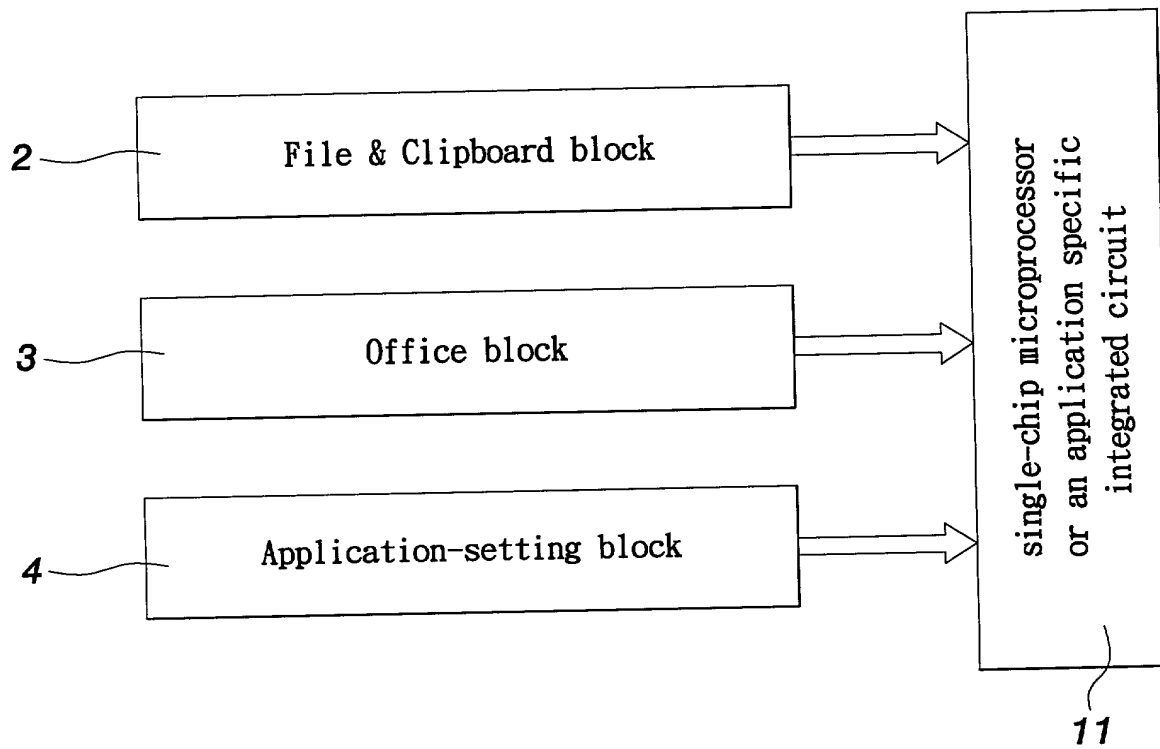


FIG. 4

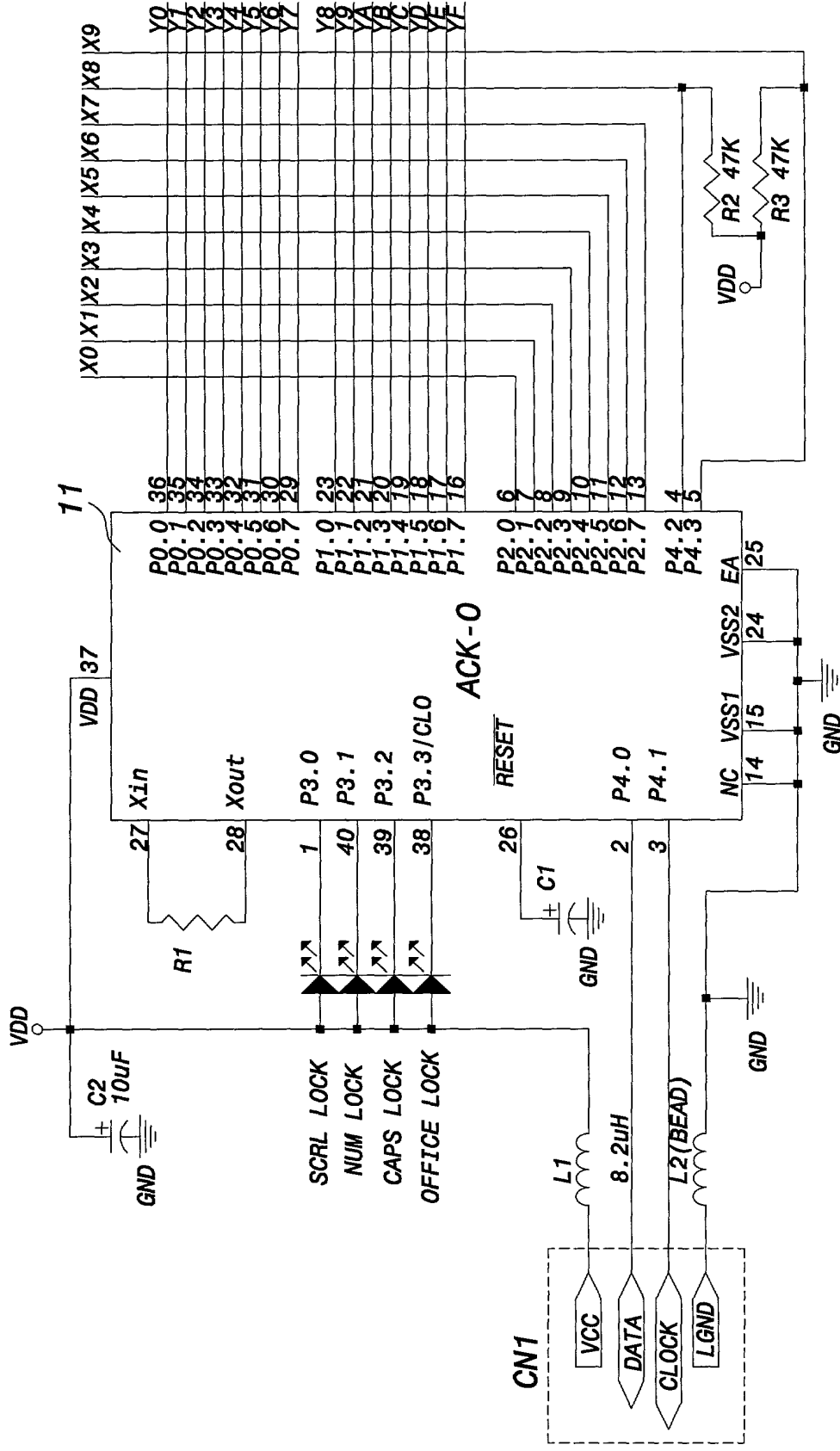


FIG. 5

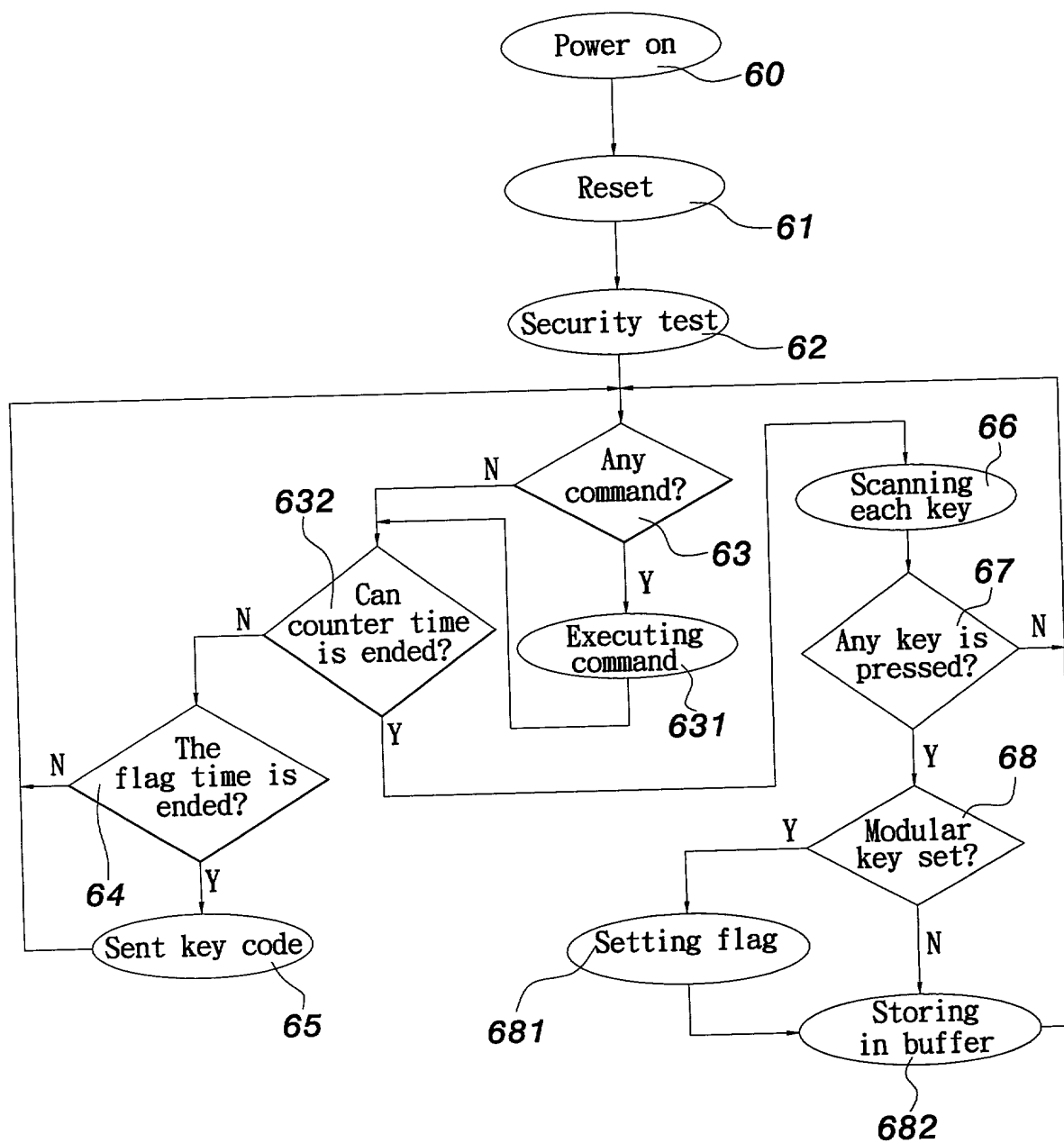


FIG. 6

Single function key	Composite key (corresponding to keys on keyboard)
CUT	ALT+E, T OR CTRL+X OR SHIFT+DEL
PASTE	ALT+E, P OR CTRL+V OR SHIFT+INSERT
COPY	ALT+E, C OR CTRL+C OR CTRL+INSERT
MARK	SHIFT MARK
UNDO	ALT+E, U OR ALT+BACKSPACE
REDO	ALT+E, R OR ALT+ENTER OR ALT+SHIFT+BACKSPACE
BOLD	CTRL+B OR CTRL+SHIFT+B
NEW	ALT+F, N OR CTRL+N
OPEN	ALT+F, O OR CTRL+O OR CTRL+F12 OR ALT+CTRL+F2
SAVE	ALT+F, S OR CTRL+S OR SHIFT+F12 OR ALT+SHIFT+F2
TASK PANE)–Office XP Only	ALT+E, K
FORWARD OR F D	CTRL+F
SEND	ALT+S OR CTRL+ENTER
SHORTCUT OR LAUNCH	CTRL+ALT+ SPECIFIC NON-SHIFT KEY
PRINT	ALT+F, P OR CTRL+P
CLOSE	ALT+F4 OR CTRL+W
LOGIN OUT	WIN, L
APPLICATION SWITCH	ALT+TAB OR ALT+SHIFT+TAB
MY COMPUTER	WIN+ E
REPLACE	ALT+E,E
REPLY	CTRL+R
BULLETS & NUMBER	ALT+O,N

FIG. 7

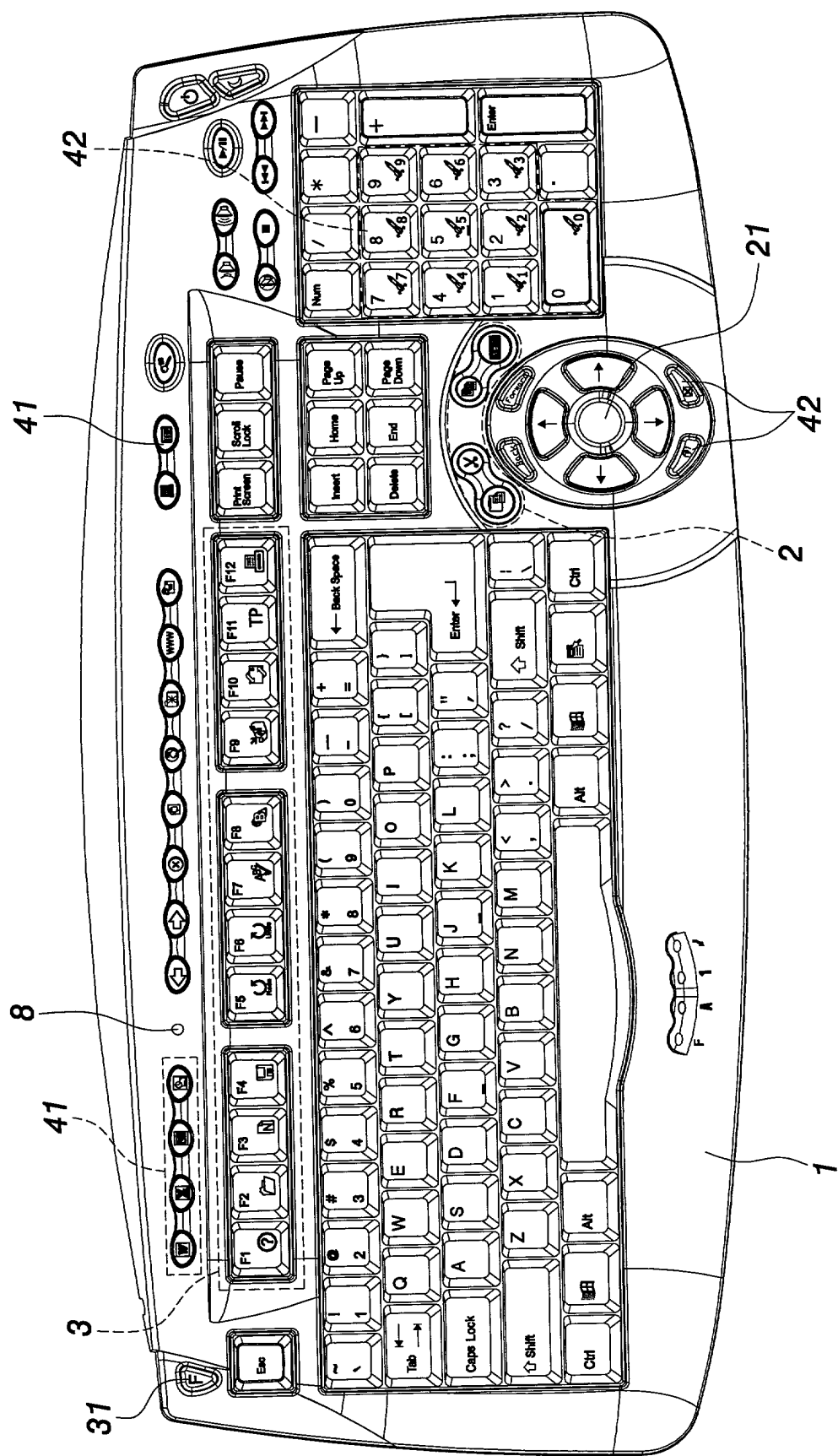


FIG. 8

single function key	Action of the function in Window system
Cut	Cut a marked text block or file
Paste	Paste a cut or copied text block or file
Copy	Duplicate marked text block or file
Mark	Choose text block or file
Redo	Redo a previous operation
Undo	Undo a previous operation
Bold	Switch between a bold or a normal format, and used to make the highlighted text to bold or normal format
Open	Open an existed file
New	New a blank file
Save	Save an edited file
Task pane	Show all items in a program list
F'WD	Send a file to an address
Send	Send file to an addressee
Short cut or launch	Open chosen program such as WORD, EXCEL
Print	Print file
Close	Close the active window
Log off	Log off present user
Application switch	Switch among opened windows
My computer	Open programs of my computer
Reply	Replay mail to sender
Replace	Replace text or paragraph for a searched target
Bulletsh & num	Add bulletsh & num to head of paragraph

FIG. 9